

8 October 1948

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1. It appears desirable at this time for each Division Chief and Section Head to review the internal procedures which are being used to ascertain that all equipment and material is being adequately protected during working hours and security checked at the close of business on each work day. In some instances it appears that the internal checking procedure whereby one office or unit checks the equipment or material of another office or unit is not being completely followed as intended at the time the "check and counter-check" system was initiated in the Budget and Finance Branch.
2. More care should be exercised in some cases in securing office equipment to the extent that safes and cabinets will not become "marred" since the use of unnecessary physical force is not only injurious to the piece of equipment concerned but also tends to detract from its appearance. Precautionary measures should also be taken to ascertain that all check lists are being properly used since failure to complete the check list may result in a technical violation since the individuals representing the Security Branch depends in many instances on the evidence shown on the check lists in making their determination as to whether or not a specific individual may be at fault.
3. All employees who have not recently done so should again inspect the drawers of their desks in order to definitely ascertain that there is no classified material of any nature left therein. This check should also include desk pads and other items of office material under which letters or documents might remain unnoticed.
4. From time to time Division Chiefs and Section Heads should make inspections of all equipment and material in the space which is allocated to their activity in order to insure that proper security measures are being taken. The Budget and Finance Branch has again been commended for its "security consciousness" and the manner in which it solves problems which involves security factors. While one or two instances have occurred during the last few months which indicates some lack of proper attention in some respects, it should be borne in mind that there has not been a technical violation recorded against any Branch official for a period of approximately 10 months.

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- 2 -

5. The cooperation and assistance of all employees of the Branch in a continuing coordinated effort to maintain a 100% record regarding the entire matter of security is again stressed. Suggestions regarding security problems or measures within the Branch should be forwarded to the Branch Security Officer through the Division and/or Section heads. Many of the suggestions which have previously been made by the Budget and Finance Branch employees have been adopted by security officials for application in other organizational units of the Agency.



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